

ADMINISTRATIVE - INTERNAL USE ONLY

8 April 1983

MEMORANDUM FOR: Chief, Career Management Staff/DDA

FROM: Edward L. Sherman  
Director of Finance

SUBJECT: Review of Comparative Evaluation Descriptors

REFERENCE: Your Memorandum, Same Subject, dated 21 March 1983

As requested by Reference, the Office of Finance has reviewed the evaluation category descriptors currently being utilized. Our review has lead us to the conclusion that the current four categories should be expanded to five. The addition of a fifth category would allow us to more accurately define and categorize those individuals that currently fall in Categories III and IV. We offer the following suggestions for your consideration:

Categories I and II

The descriptors for Categories I and II are adequate and need not be changed.

Category III

It is our opinion that Category III personnel should be made up and limited to employees who are:

- Valuable Contributors; and
- those employees that may develop high potential.

Category IV

Employees placed in this category are, in our opinion:

- employees who are making a limited contribution;
- have specific deficiencies noted in one or more areas which are deemed to be correctable by career actions, i.e., counseling, reassignment, training, etc.; and
- have probably realized their full potential.

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Category V

Employees placed in Category V should be limited to those employees who:

- ° have noted deficiencies which clearly illustrate a substandard performance as compared with his/her peers;
- ° have limited value to the Agency; and
- ° against whom adverse actions may be warranted.

If you have any questions regarding our response, please contact

[redacted] AD/CMO/OF, on extension [redacted]

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Edward L. Sherman

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